

TRAINEE ENERGY ASSISTANT				Purpose			
Reference No.		Type	Permanent	To process utility invoices for internal and external clients. Using consumption data to investigate use of energy and billing issues. To provide data for utility procurement tendering, for targeting and monitoring, for assessing energy and water saving proposals and for proving savings achieved. To provide administrative support to energy Management Team Officers			
Service	Enterprise & Environment - Property Services						
Job Family	Professional 2	Anticipated Grade	FC3 - FC4				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
<p>Stage 1 – FC3 (typically 1 year)</p> <p>Assist in processing electronic data interfaces (EDI's) containing detailed utility consumption and charges for non-domestic Council portfolio.</p> <p>Assist in breaking down the data to distribute charges to the correct Fife Council cost centres and preparing data for upload into Oracle. Identifying charges which relate to third parties (i.e. Trusts and third-party organisations) and raising debtors' invoices.</p> <p>Download information from the utility supplier's website, original invoices for provision to the third parties along with the Fife Council invoice.</p> <p>Assist in the receipt of invoices via external mail, validating and entering into the monitoring and targeting system (Sigma) and processing for payment via Oracle.</p> <p>Assist in the monitoring of the meter reading email account, sourcing energy consumption data from Services or third parties.</p>				<p>Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent e.g. NC Administration, Business or IT.</p> <p>IT skills – proficient in the use of Microsoft Office software products, particularly Excel.</p> <p>Numeracy skills.</p> <p>Attention to detail skills.</p> <p>Communication skills.</p> <p>Interpersonal skills</p> <p>Initiative taking skills</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Whilst accompanied, carry out physical site visit to allow recording of meter readings in Sigma and in the utility supplier website. Investigating anomalies in meter readings, liaising with Services, customers or visiting sites as required</p> <p>Providing any other general clerical and administrative support to the Energy Management Team</p>	<p>Administrative skills.</p> <p>Team working skills</p>	<p>✓</p> <p>✓</p>	
No Progression to stage 2 unless all competency criteria met			
<p>Stage 2 – FC4 – Permanent position of Energy Assistant</p> <p>Processing electronic data interfaces (EDI's) containing detailed utility consumption and charges for non-domestic Council portfolio.</p> <p>Breaking down data to distribute charges to the correct Fife Council cost centres and preparing data for upload into Oracle. Identifying charges which relate to third parties (i.e. Trusts and third-party organisations) and raising debtors' invoices.</p> <p>Download information from the utility supplier's website, original invoices for provision to the third parties along with the Fife Council invoice.</p>	<p>Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent e.g. NC Administration, Business or IT.</p> <p>Educated to SCQF level 7, which includes an HNC in an appropriate discipline. e.g. Energy Administration, Business or IT.</p> <p>All stage 1 skills, knowledge and experience are also applicable for stage 2</p> <p>Hold a valid UK drivers' licence</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Receiving invoices via external mail, validating and entering into the monitoring and targeting system (Sigma) and processing for payment via Oracle.

Monitor the meter reading email account, sourcing energy consumption data from Services or third parties.

Carry out physical site visits to allow recording of meter readings in Sigma and in the utility supplier website. Investigating anomalies in meter readings, liaising with Services, customers or visiting sites as required

Investigating anomalies in meter readings, liaising with Services, customers or visiting sites as required.

Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post completion evaluation.

Ensure compliance with statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).

Work as Contract Administrator, influencing, monitoring and reporting on project progress - including time, cost and quality parameters - and identifying / addressing risks & issues from inception through to completion.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Liaise with clients in the compilation and development of the brief, then prepare a detailed M&E consultant design brief, independently or as part of a team.

Where Fife Council is the energy supplier (i.e., District Heating Systems), retrieving Building Energy Management System (BEMS) to extract energy consumption/meter reading information, validating through the monitoring, and targeting system (Sigma), creating interface for upload of data to Oracle to recharge internal customers and raising ASH debtors for external customers. Investigation of anomalies in consumption (relating to either supplier billing or Fife Council billing) and visiting sites to monitor / record energy usage.

General Support for the Energy Management Team Officers, creating and updating files, both IT and paper based, archiving and retrieving, as required (Energy Audits and Energy Performance Certificates). Providing any other general clerical and administrative support to the Energy Management Team which comply with:

- Relevant legislation and regulations and the Council's and Property Services' policies on Health and Safety and codes of practice.
- Fife Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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<p>Maintaining, developing, and expanding the monitoring and targeting system to ensure data is available for targeting, monitoring, for assessing energy saving proposals and for proving savings achieved. Responding to general enquiries from Services and external customers and providing information as required</p> <p>Visiting a range of utility supply sites across the whole of Fife (some which may be remote with no public transport links), including landlord supplies, cemeteries, schools etc in relation to meter readings/query management/anomalies.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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<p>A traineeship is a work-based training programme that leads to an industry approved qualification. As part of this job role the post holder will have an opportunity to attend college or university part time in order to undertake a recognised and approved course of study leading to an HNC in an appropriate discipline</p> <p>Candidates for this role must be resident in Fife and between the ages of 16-24.</p>	Skills, Knowledge and Experience from Stage 1 and 2 apply		

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.